

BLUE CRANE ROUTE MUNICIPALITY (102 EC)



ANNUAL PERFORMANCE REPORT 2015/2016 FINANCIAL YEAR

TABLE OF CONTENTS

Contents

Introduction	3
Legislative Requirements	3
Comparison of BCRM's current performance with previous 2 financial year's performance:	3
Organisational performance as per the SDBIP 2015/2016	4
Comments by the Municipal Manager	4

Introduction

In May 2014 BCRM adopted its 4th IDP Review, subsequent to that SDBIP was developed and approved by the Mayor as per circular 13. The report seeks to give an overview of the BCRM performance during the 2015/2016 financial year.

Legislative Requirements

As per section 40 of the Municipal Systems Act of 2000 (MSA), a Municipality must establish mechanisms to monitor and review its Performance Management System (PMS) so as to measure, monitor, review, evaluate and improve performance at organizational, departmental and employee level.

Section 41 of the MSA requires a Municipality to set appropriate KPI's as a yardstick for measuring performance as well as measurable performance targets, with regard to each of the Municipality's development priorities and objectives as set out in the IDP. With regard to these KPI's and targets, S41 (1) (c) requires that the Municipality monitor performance and that it measures and reviews this performance at least annually.

Section 46 of the Municipal Systems Act (MSA) requires the Municipality to prepare a performance report for each financial year reflecting the performance of the service providers during the that financial year, comparison of the performances with set targets for and the performances of the previous financial year and measures taken to improve performance . The Act further requires that the report form part of the Municipality's annual report, in terms of Chapter 12 of the Municipal Finance Management Act (MFMAct).

Comparison of BCRM's current performance with previous 2 financial year's performance:

DEPARTMENTAL PERFORMANCE RESULTS OVER 3 YEARS BASED ON SDBIP TARGETS

FINANCIAL YEAR	2013/2014	2014/2015	2015/2016
OVERALL PERFORMANCE	68%	79%	83%
Municipal Transformation and Institutional Development	56%	77%	59%
(Corporate Services)			
Service Delivery and Infrastructure Development {Technical services }	75%	67%	77%
Service Delivery and Infrastructure Development (Community Services)	75%	52%	96%
Municipal Finance Viability (Financial Services)	64%	87%	86%
Good Governance and Public Participation (Office of the Municipal Manager)	85%	100%	92%

Organisational performance as per the SDBIP 2015/2016

Departments	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Annual
Municipal Transformation and Institutional Development (Corporate Services)	61	64	66	66	59
Service Delivery and Infrastructure Development (Technical services)	44	69	74	76	77
Service Delivery and Infrastructure Development (Community Services)	89	96	95	92	96
Municipal Finance Viability (Financial Services)	100	88	82	81	86
Good Governance and Public Participation (Office of the Municipal Manager)	75	89	87	90	92
	100				

Comments by the Municipal Manager

According to section 54 of the MFMA the Mayor must, on receipt of a statement or report submitted by the accounting officer of the municipality in terms of section 71 or 72, consider and, if necessary, make any revisions to the service delivery and budget implementation plan, provided that revisions to the service delivery targets and performance indicators in the plan may only be made with the approval of the council following approval of an adjustments budget. The necessary changes have been made in both performance indicators and performance targets

LED targets have not been reported on and implemented due to the disestablishment of the development agency and non-existence of the unit within the municipality. Cacadu Development Agency (CDA) is responsible for all the micro projects implemented within the municipal area. The municipality will therefore establish the LED unit in the next financial year.

Based on the above, the performance of LED is not included in the Annual Performance Report. The Municipality is in the processes of establishing the LED unit within the Office of the Municipality. The proposed structure has been included in the approved organisational structure. The projects will then continue upon establishing the structure.

The following has been attached as annexures:

- Detailed 2015/2016 Performance results presented per department is attached as annexure A
- List of all removed and refined indicators annexure B
- Performance of the Service Providers attached as Annexure C

Signed by:



Mr T Klaas

Municipal Manager



Cllr B. Manxoweni

Mayor /Speaker

LIST OF REMOVED AND AMENDED KEY PERFORMANCE INDICATORS

CORPORATE SERVICES DEPARTMENT		MOTIVATION FOR CHANGE OF KPI INDICATOR
KPI	INDICATOR	
2	Number of capacity building initiatives conducted	The capacitation program was going to be conducted in partnership with SALGA. The program was scheduled for the fourth quarter of the financial year and SALGA noticed that it will not make logical sense to train councillors whose term of office will be ending at the end of the financial year. We have since resolved to cancel the training scheduled to take place in the fourth of the financial year instead to be undertaken in the first quarter of the next financial year when new councillors had been appointed
TECHNICAL SERVICES DEPARTMENT		
KPI NO	INDICATOR	MOTIVATION FOR CHANGE OF KPI TARGETS
16	Completion of Phase 1 of SE WWTW	<p>1. Q3 - the 28 day period commenced in Q2 but could not be completed due to the quality of the effluent not meeting the required standards yet. Hence it has overlapped to Q3.</p> <p>2. Q4 - the deliverable target for Q3 moved to Q4 (completion of O&M training)</p>
19	No. of boreholes sighted for drilling	<p>1. The indicator only indicated the sighting of boreholes because the number of boreholes to be drilled are only exposed after the sighting has been completed. Therefore, the indicator has been updated to add the drilling, equipping and connection of the boreholes to the reservoirs and construction of pump house.</p> <p>2. Q3 - deliverable targets have been added to indicate the drilling, equipping and connection of the boreholes to the reservoirs.</p> <p>3. Q4 - deliverable target has been added to indicate the construction of pump house.</p>
21	No. of jobs created through CWP	<p>1. CWP has been removed from the Technical Services Directorate because Technical Services has no power and control over the planning and implementation of CWP.</p> <p>2. Q3 & Q4 - The target for Q4 has been moved to add on Q3 target because no employment will be made in Q4.</p>
26	Number of sports fields upgraded (Pearson and Cookhouse)	<p>1. Q3 - the deliverable target for Q2 has moved to Q3 because the appointment of a contractor could not be made in Q2 due to non-compliance of tenderers.</p> <p>2. Q4 - Due to the delayed appointment of a contractor, construction will only commence in Q4.</p>

			Q3 - a new deliverable target has been added because a feasibility study needs to be performed to identify risks before a water safety plan can be developed.
27	Approved Water safety plan		1. Q3 - the target has been removed because it was identified that Technical Services Department does not have the capacity and resources to do the site investigations and the design of the road (civil designer programme or auto cad programme). The project will now be sourced out to the Professional Service Provider for further implementation. 2. The indicator has changed since the project will be sourced out the Professional Service Providers.
30	Completed construction of 0.5 km of road leading to the Aeroville Cemetery		
COMMUNITY SERVICES DEPARTMENT			
KPINo	INDICATOR	MOTIVATION FOR KPI TARGETS	CHANGE OF KPI
32	No of recycling programmes conducted	1. Q3 - Performance targets for Q3 & Q4 should be deferred to the 2016/ 17 financial year as delays by the funding agent (DTI) have resulted in the service provider being unable to proceed with the project as planned.	
33	By establishing Aeroville cemetery	1.Q3 - The project regarding the road has been moved to Technical Services, but due to limited funding (for the road and fencing), the fencing of the cemetery was earmarked to be done internally (hence the project was not advertised externally) 2. Q4 - The fencing project is moved to Q3 of the 2016/17 financial year	
OFFICE OF THE MUNICIPAL MANAGER			
63	Number of workshops on fraud and anti-corruption held to educate employees	This indicator and target was poorly planned as we can only workshop the workforce on an approved fraud policy. The fraud policy will be approved in the 4th quarter and the workshop will be conducted in 2016/17 FY during the first and third quarter 2016/17	
70	Number of Reports on initiatives implemented by Gov Deps within BCRM submitted to Council	Due to lack of participation of government departments in the IDP related programmes and IGR meetings, therefore the municipality does not get progress reports on the projects implemented by government departments.	
76	Developed ICT Strategy	Due to lack of sufficient funds and the project will be done in the next financial year	
77	Upgrade IT infrastructure	Due to the adjustments made on the budget, the project could not be implemented as planned.	

BLUE CRANE ROUTE MUNICIPALITY

REGISTER OF TENDERS AWARDED DURING 2015/2016

Project name	Service provider	Project manager	Department / contact person	Amount (R)	Award/Appointme nt date	Targeted Completion date	Status (In-progress / Completed /Not completed (& indicate completion date))	Comments/Reasons & Corrective Measures
SUPPLY AND DELIVERY OF FLEET	GEAT SERVICES	S HULANA; V APOLLIS	TECHNICAL	R 2 357 556.18	12 OCT 2015	DEC 2015	COMPLETED	QUALITY SERVICE
DRILLING OF FOUR NEW BOREHOLES IN PEARSTON	BJ CILLIERS BOORKONTRAK TEURS	O ZIHL	TECHNICAL	R 717 915.00	01-Oct-15	FEB 2016	COMPLETED	PROMPT QUALITY SERVICE
SUPPLY AND DELIVERY OF COLDMIX	BURWANA ASPHALT COLDMIX	A SWANEP OEL	TECHNICAL	R 344 000.00	10 NOV 2015	FEB 2016	COMPLETED	PROMPT QUALITY SERVICE
SUPPLY AND DELIVERY OF 11 X TRANSFORMERS	TRANSFIX TRANSFORMERS	V APOLLIS	TECHNICAL	R 331 410.00	18 DEC 2015	30 JAN 2016	COMPLETED	PROMPT QUALITY SERVICE
SUPPLY AND DELIVERY OF FLEET IN BCRM	SEVENTH AVENUE TRADING	N NGCIPE; Q SIYAYA; S HULANA	COMMUNIT Y; FINANCE; CORPORAT E	R 730 216.10	08 DEC 2015	30 JAN 2016	COMPLETED	QUALITY SERVICE
SUPPLY AND DELIVERY OF PIPES FOR TAXI RANK	MARX CONCRETE PIPES	A SWANEP OEL	TECHNICAL	R 327 858.30	02 FEB 2016	APR 2016	COMPLETED	PROMPT QUALITY SERVICE
UPGRADING OF SPORTSFILEDS BHONGWENI, COOKHOUSE	LEZMIN 3254 CC t/a BRIMA SA	O ZIHL	TECHNICAL	R 3 310 586.30	11 MAR 2016	AUG 2016	IN-PROGRESS	QUALITY SERVICE
UPGRADING OF SPORTSFIELDS KHANYISO,	LEZMIN 3254 CC t/a BRIMA	O ZIHL	TECHNICAL	R 2 808 823.60	11 MAR 2016	AUG 2016	IN-PROGRESS	QUALITY SERVICE

SA	PEARTSON	STANDARD BANK OF SOUTH AFRICA	M MEYER	FINANCE	R 4 377 439.60	03 JUN 2016	30 JUN 2016	COMPLETED	QUALITY SERVICE	
REPAIRS AND MAINTENANCE OF 11KV	POWER FACTOR CORRECTION REPAIRS	LINE ELECTRICAL	V APOLLI	TECHNICAL	R 10 260.00	12 MAY 2016	30 AUG 2016	IN-PROGRESS	WAITING TESTING REPORT	FOR AND
REPAIRS AND DELIVERY OF MATERIAL FOR	BUILDING MATERIAL FOR	BLUE CRANE HARDWARE	F SCOTT	TECHNICAL	R 199 233.44	20 APR 2016	31 MAY 2016	COMPLETED	QUALITY SERVICE	
SUPPLY AND DELIVERY OF	PEARTSON TEA ROOM	TRACKOS PROJECTS PTY LTD	M GUSH	MUNICIPAL	R 382 800.60	26 MAY 2016	30 JUN 2016	COMPLETED	PROMPT QUALITY SERVICE	
BUILDING AND UPGRADING	OF ICT INFRASTRUCTURE	TRACKOS PROJECTS PTY LTD	M GUSH	MUNICIPAL	R 6 000 822.28	30 JUN 2016	JAN 2016	IN-PROGRESS	STILL ESTABLISH SITE	TO EAST WTW, PHASE II -
UPGRADING OF SOMERSET	SLUDGE DRYING BEDS	A JV DIGES/INGOAK	O ZIHLI	TECHNICAL						

		By conducting performance review quarterly	no of performance reviews conducted	4 performance reports	Conduct an internal performance review	Target met - performance review for the 1st quarter was conducted	Conduct an internal performance review for the 1st quarter was conducted	Conduct an internal performance review for the 2nd quarter 2015/16	Target met - performance review for the 2nd quarter was conducted	Conduct an internal performance review for the 3rd quarter 2015/16 was conducted	N/A	4 institutional quality performance audits and Quarterly financial audits reports on PMS	Target met - performance reviews were conducted and 6 reports were produced submitted to council	66
Participation of public and independent public participation by 2018 and beyond	Ensure efficiency, accountability and transparency by 2018 and beyond	By increasing public participation strategy	Reviewed public participation	Public participation (12-20%)	Conducted an internal performance assessment by the 1st quarter 2015/16	Target met - no public participation was held for all ward (6)	Conducted an internal performance assessment by the 1st quarter 2015/16	Conducted an internal performance assessment by the 1st quarter 2015/16	Target met - no public participation was held for all ward (6)	Conducted an internal performance assessment by the 1st quarter 2015/16	N/A	Review Public participation strategy	Target met - no public participation was held for all ward (6)	67
		By implementing the public participation strategy	Number Public participation strategy	0 Conduct 1 public participation session	Target met - public participation session was held for all ward (6)	Conduct 1 public participation session	Target met - no public participation was held for all ward (6)	Conducted a public participation session was held	Target met - no public participation was held for all ward (6)	Conducted a public participation session was held	N/A	Conduct 1 public participation session	Target met - Public participation session was held	68
		By strengthening internal government relations	Reviewing IGR Terms of Reference	TOR approved by	Target met - The reports were generated and submitted to council	Target met - The reports were generated and submitted to council	Target met - 6 reports were submitted	N/A	Conduct 1 public participation session was held	Target met - Public participation session was held	69			
Information and Communication Technology	To ensure a reliable, efficient and effective ICT infrastructure by 2017 and beyond	By reviewing IGR policies annually	Number of IGR meetings convened	0 Submit 1 report to IGR	Target met - The reports were generated and submitted to council	Target met - The reports were generated and submitted to council	Submit 1 report on internal implementation by Gov Dept to Council	Submit 1 report on internal implementation by Gov Dept to Council	Submit 1 report on internal implementation by Gov Dept to Council	Submit 1 report on internal implementation by Gov Dept to Council	N/A	Conduct workshop for council and officials and submit to Council for approval	Target met - no meeting was held	70
		By developing and implementing IT Security measures	Number of IGR meetings convened for approval	7 IT Policies	Convene 1 IGR meeting per quarter	Target met - IGR Meeting held	Convene 1 IGR meeting per quarter	Convene 1 IGR meeting	Convene 1 IGR meeting	Convene 1 IGR meeting	N/A	Review IGR Terms of Reference	Target met - TOR's developed	71
		By reviewing IGR implementation of IT security measures	No of reports submitted to IGR Steering Committee on the implementation of IT security measures per quarter	0 Submit 1 report to IGR Steering Committee on the implementation of IT security measures per quarter	Target met - 1 report was submitted to IGR Steering Committee on the implementation of IT security measures per quarter	Target met - 1 report was submitted to IGR Steering Committee on the implementation of IT security measures per quarter	Submit 1 report to IGR Steering Committee on the implementation of IT security measures per quarter	Submit 1 report to IGR Steering Committee on the implementation of IT security measures per quarter	Submit 1 report to IGR Steering Committee on the implementation of IT security measures per quarter	Submit 1 report to IGR Steering Committee on the implementation of IT security measures per quarter	N/A	Review IGR Terms of Reference	Target met - TOR's developed	72
		By reviewing IGR communication of IT security measures	No of IGR communication meetings convened	0 Convene 1 IGR Steering Committee meeting per quarter	Target met - 1 IGR Steering Committee meeting was convened	Target met - 1 IGR Steering Committee meeting was convened	Convene 1 IGR Steering Committee meeting per quarter	Convene 1 IGR Steering Committee meeting per quarter	Convene 1 IGR Steering Committee meeting per quarter	Convene 1 IGR Steering Committee meeting per quarter	N/A	Review IGR Terms of Reference	Target met - TOR's developed	73
IT	By developing an ICT Strategy	Developed ICT Strategy and submitted to council for approval	0 Develop terms of reference for the IGR Strategy	Target met - IGR Strategy was developed for IGR	Procurement for the IGR Strategy was submitted to the council and appointed by	Target met - The terms of reference were submitted to the council and more requesting the use of supply chain and later requesting the use of section 22 of supply chain management regulations was sent to Cambodian Municipality	Target met - The terms of reference were submitted to the council and later requesting the use of supply chain and later requesting the use of section 22 of supply chain management regulations was sent to Cambodian Municipality	Target met - The terms of reference were submitted to the council and later requesting the use of supply chain and later requesting the use of section 22 of supply chain management regulations was sent to Cambodian Municipality	Target met - The terms of reference were submitted to the council and later requesting the use of supply chain and later requesting the use of section 22 of supply chain management regulations was sent to Cambodian Municipality	Target met - The terms of reference were submitted to the council and later requesting the use of supply chain and later requesting the use of section 22 of supply chain management regulations was sent to Cambodian Municipality	N/A	Develop IGR Strategy and submit to Council for approval	Target met - IGR Strategy was developed for IGR	74
		To ensure a reliable, efficient and effective ICT infrastructure and connectivity and improve system connectivity by 2017 and beyond	Programme to upgrade current infrastructure and connect all offices	0 Upgrade PABX for telephone system and connect all offices were connected	Initial works for connectivity for the offices that are not connected to the internet	Develop terms of reference for tender processes of the data center phone 1	Target met - Data center has been built and the project will be done in the next financial year	Conduct processes and tender processes for data center phone 1	Target met - Data center has been built and the project will be done in the next financial year	Conduct processes and tender processes for data center phone 1	N/A	Upgrade telephone system and Network connectivity phase 1	Target met - Data center has been constructed and completed	75